



QUALITY ASSURANCE



PONTEFRACT
ACADEMIES TRUST

ACHIEVEMENT AND IMPROVEMENT MODEL

	Responsible Person/Body	Reported to	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Academic Standards													
Achievement and Improvement (A&I) meetings for GCSEs (SATs meeting July)*	Head of School	Executive Leadership Team & Trust Board	✓										✓
School self-evaluation meeting and completion of School Improvement Plan	Head of School	Executive Leadership Team	✓										
Completion of annual update of Trust Strategic Plan	Chief Executive Officer (CEO)	Trust Board		✓									
Performance Management	Head of School	Executive Leadership Team			✓				✓				
Teaching profile assessment (primary and secondary)	Head of School	Executive Leadership Team		✓				✓					
Work scrutiny (primary and secondary)	Head of School	Executive Leadership Team	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Standardised tests (primary Years 5-6)					✓		✓		✓		✓		✓
Mock examinations (Year 11)						✓							
Examinations (Years 7/8/9/10)							✓					✓	
Standardised tests (primary Years 1/3/4/5)												✓	
A&I Meetings (secondary Year 11 focus)	Head of School	Executive Leadership Team			✓		✓			✓			
A&I Meetings (secondary Years 7-10 focus)	Head of School	Executive Leadership Team					✓						✓

*The A&I Meeting in September for Primary Schools relates to the current Year 6. The A&I Meeting for the SATs outcomes will take place in the July of the year tests were sat, just after results.

ACHIEVEMENT AND IMPROVEMENT MODEL

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A&I Meetings (primary Year 6 and Year 2 focus)	Head of School	Executive Leadership Team				✓		✓		✓			
A&I Meetings (primary Years 1/3/4/5 focus)	Head of School	Executive Leadership Team											✓
A&I Meetings (secondary Years 7/8/9/10 focus)	Head of School	Executive Leadership Team	✓										
Peer enquiry visits (primary)	Executive Director of Primary Education	Executive Leadership Team/ Trust Board	✓		✓		✓		✓			✓	
Secondary quality assurance external visits	Executive Leadership Team	Executive Leadership Team/ Trust Board						✓					✓
Monthly Primary Meetings	Head of School	Executive Leadership Team	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Attendance & Behaviour													
Half termly reporting of Attendance, Persistent Absence & Exclusions	Head of School	Executive Leadership Team		✓		✓		✓		✓		✓	
Termly reporting of Attendance, Persistent Absence & Exclusions	Executive Leadership Team	Executive Leadership Team/ Trust Board	✓				✓			✓			✓
Professional Development													
Continued Professional Development (CPD) Audit (every other year)	Head of School	Executive Leadership Team					✓						

ACHIEVEMENT AND IMPROVEMENT MODEL

	Responsible Person/Body	Reported to	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Safeguarding													
Check Policy Compliance	Trust Board	Trust Board		✓									
Safeguarding Audit	Director of Operations	Trust Board										✓	
Implementation of Audit Recommendation	Head of School	Executive Leadership Team	✓	✓									✓
Monitoring Implementation	Executive Director	Audit & Risk Committee			✓								
Complete & correct Single Central Record (SCR) check	Head of School	Executive Leadership Team	✓				✓				✓		
Designated Safeguarding Lead & Deputy has up to date training	Head of School	Executive Leadership Team	✓										
Designated Safeguarding Lead has secure, up to date central Child Protection records	Head of School	Executive Leadership Team	✓				✓				✓		
Ethos & Values													
Report on extra curricular activities in each school	Head of School	School Performance Review Board	✓										✓
Pupil/Student Voice	Head of School	Executive Leadership Team				✓				✓			✓

QUALITY ASSURANCE FRAMEWORK BUSINESS MODEL

	Responsible Person/Body	Reported to	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Governance													
Appointment of Chairs & Vice Chairs of Boards	Chair of Board	Trust Board		✓									
Scheduling & review of policy production	Director of Operations	Trust Board		✓									
Directors' Skills Audit & training needs	Chair of Board/ Director of Operations	Trust Board		✓									
Production of Strategic Plan	CEO	Trust Board		✓									
School Performance Review Board Skills Audit and training needs	Director of Operations	Trust Board		✓									
Trust Board self-evaluation	Chair of Board	Trust Board		✓									
School Performance Review Board self-evaluation	Director of Operations	Trust Board		✓									
Finance													
Production of Financial Regulations	Director of Finance and Estates	Trust Board		✓									
Independent check of systems & controls	External Auditors	Audit Committee		✓									
Implementation of action plans to address audit issues	Director of Finance and Estates	Audit Committee		✓									
External Audit Planning Meeting	Director of Finance and Estates/ External Auditors	Audit Committee										✓	
Submission of Annual Report to Companies House	Director of Finance and Estates	Trust Board				✓							

QUALITY ASSURANCE FRAMEWORK BUSINESS MODEL

	Responsible Person/Body	Reported to	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Monthly Management Accounts	Director of Finance and Estates	Trust Board/ Executive Leadership Team	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Health & Safety													
Termly accident reports, analysis & actions	Estates Manager	Finance & General Purposes Committee		✓		✓			✓			✓	
Health & Safety Audit/ Seeking Assurance	Estates Manager	Finance Committee									✓		
Asset Management Plan	Director of Finance & Estates	Executive Leadership Team									✓		
Professional Development / Human Resources													
Appraisal & training for support staff	Head of School	Executive Leadership Team			✓				✓				
Risk Management													
Risk Register	Director of Operations	Executive Leadership Team		✓			✓					✓	
Agree Internal Audit Plan	Director of Operations	Audit Committee										✓	
Independent check of systems & controls	Internal Auditors	Audit Committee		✓			✓					✓	
Implementation of action plans to address audit issues	Director of Operations / Director of Finance and Estates	Audit Committee		✓			✓					✓	
Information Governance													
Termly reporting of breaches	Director of Operations	Executive Leadership Team		✓			✓					✓	